

Town of Summerville



Date Received: _____

Amount Paid: _____

Staff Initial: _____

Department of Planning & Development
200 S. Main Street
Summerville, SC 29483

COMMERCIAL DESIGN REVIEW BOARD APPLICATION

REQUIREMENTS: This application, **9 sets (eight 11x17 and one full size) of plans** (site, landscape, and architectural), and any applicable fees (see fee schedule) must be submitted to the Department of Planning and Development at least 15 days prior to the Commercial Development Design Review Board meeting. Applications must include all applicable information required in the Commercial Design Review Application Checklist and **all sets of plans must be collated and folded**. Final plans must carry the seal of a registered architect or engineer licensed in the State of South Carolina. Applicants or a representative must be present for an item to be heard.

REQUEST:

_____ Conceptual Review (only requires photos of site, proposed building elevations, and site plan)

_____ Preliminary Approval (see attached checklist)

_____ Final Approval (see attached checklist) Preliminary Approval Granted On: _____

PROJECT NAME: _____

PROJECT'S COMPLETE ADDRESS (if in shopping center, indicate name)

PRIMARY CONTACT'S EMAIL ADDRESS: _____

Owner/Developer's Name _____ Firm _____ Phone _____

Primary Contact's Name _____ Firm _____ Phone _____

Architect's Name _____ Firm _____ Phone _____

Landscape Arch. Name _____ Firm _____ Phone _____

Engineers Name _____ Firm _____ Phone _____

The Commercial Development Design Review Board will meet at 4:00 p.m. on _____

I have read and understand the instructions accompanying this application form. I certify that all information required by the Site and Architectural Plan Checklist is included and the application is complete. If an application is found to be incomplete, the primary contact will be notified and the application will be removed from the agenda. I also understand that any changes made to the drawings approved by the Commercial Design Review Board must be resubmitted for approval of any change or alteration. A Certificate of Occupancy will not be issued if the building and/or site and landscaping differ from the approved plans.

Signature of Owner/Developer

Town of Summerville



Department of Planning & Development

COMMERCIAL DESIGN REVIEW BOARD APPLICATION CHECKLIST **MUST BE COMPLETED AND SUBMITTED WITH APPLICATION PACKAGE**

The Commercial Design Review Board meets the third Thursday of each month. Without exception, all required materials must be submitted by close of business 15 days prior to the meeting to be placed on the agenda. Materials shall be 11x17 with one full size to scale for staff review.

- _____ Tax Map Number(s) for proposed property.
- _____ Tree survey of parcel as well as proposed footprint of building(s). *(If applicable)*
- _____ Site plan, drawn to scale showing exact size, shape and location of existing and/or proposed buildings.
- _____ Site plan (see above) overlaid on tree survey of existing site. *(If applicable)*
- _____ For signs, overall dimensions of sign(s), location and/or placement of sign, and dimensions of front of building.
- _____ Advertising features and signs, including material type, lighting (if any), and colors. *(If applicable)*
- _____ Floor plan.
- _____ All proposed building elevations.
- _____ Color rendering and/or samples of colors to be used in proposed project.
- _____ Materials to be used in the proposed project (bring samples to meeting).
- _____ Location and layout of parking areas and driveways.
- _____ Pervious/impervious surface calculations.
- _____ Proposed grade and drainage plans. *(If applicable)*
- _____ Proposed water and sewer facilities including electrical gas, cable, etc. *(If applicable)*
- _____ Landscaping plans including screening and fencing, and showing any existing trees to be saved.
- _____ Photometric plan of site lighting (manufacturer's specifications will be accepted) and cut sheets showing light fixtures and specifications (i.e. pole height). *(If applicable)*
- _____ Photographs of the proposed project site, properties on either side of proposed site, and of properties across the street from the project site.

2016 CDRB Meeting Schedule

| | <u>Submittal Deadline</u> | <u>Meeting Date</u> |
|-----------|----------------------------------|----------------------------|
| January | 6-Jan | 21-Jan |
| February | 3-Feb | 18-Feb |
| March | 2-Mar | 17-Mar |
| April | 6-Apr | 21-Apr |
| May | 4-May | 19-May |
| June | 1-Jun | 16-Jun |
| July | 6-Jul | 21-Jul |
| August | 3-Aug | 18-Aug |
| September | 31-Aug | 15-Sep |
| October | 5-Oct | 20-Oct |
| November | 2-Nov | 17-Nov |
| December | 30-Nov | 15-Dec |

Meetings 3rd Thrs begin at 4pm at Town Hall (200 S. Main St.)
Fees apply

Design Review Fee. Review fees are paid at submission of the preliminary application and shall be set as follows:

Fee Schedule:

| | |
|--------------|---|
| Conceptual | No Charge |
| 0-5 acres | \$100.00 |
| 6-10 acres | \$150.00 |
| 11-20 acres | \$200.00 |
| 21-50 acres | \$300.00 |
| 51-100 acres | \$400.00 |
| 100+ acres | \$400.00 + \$2.00 per each acre or portion thereof over 100 |
| Signs | \$25.00 |